

## eVA Integration Design Team

Meeting Minutes  
January 10, 2005

### Opening:

The meeting of the eVA integration workgroup was called to order at 10:00 A.M. on 1/10/2005 in Richmond.

### Present:

Rachel Pace, CWM (phone)	Marion Lancaster, DGS
Maria Hatcher, DGS	Carrie Gillotte, GMU (phone)
Lynette Jenkins, CWM (phone)	Parvin Mirshahi, DGS
William Robbins, CWM (phone)	Tom Ward, GMU (phone)

#### A. Approval of Agenda

Informal agenda

#### B. Approval of Minutes

Minutes reviewed and approved

#### C. Issues

##### Open Issues

See separate issues document

##### Closed Issues

Several items closed. See separate issues document

#### D. New Business

- eVA Integration Technical Design Specs Status:
  - No change.
- Issues List Status:
  - The entire document was reviewed and the group agreed to closed the following issues:

Issue #	Description/Resolution
005	See issues document
006	" "
013	" "
014	" "
015	" "
018	" "
020	" "
021	" "
025	" "
031	" "

\*\*\* Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

- Maria will update the document to reflect that the issues identified above have been closed and email the updated copy to the group.
  - Rachel agreed to compile a list of questions for SCT based on the issues list.
3. GMU Hosting SCT Meeting:
    - Carrie Gillotte reported that the date has been confirmed with SCT. The firm schedule date is Wednesday, February 2, 2005 from 10:00 a.m. to 2:00 p.m.
  4. Weekly Integration Meeting Schedule:
    - No meeting next week
    - Next meeting 1/24/2005

### **Open Action Items**

#### Old:

1. Update work breakdown structure (Marion Lancaster)
2. Draft scope and objective (Marion Lancaster)
3. Develop rough draft of project plan (Marion Lancaster)
4. Develop performance, quality assurance, and change management plans (Marion Lancaster)
5. Document of software cost to CWM (Berni Kenney)
6. Answer to Mike's question "has AMS signed non-disclosure paperwork with SCT?" (Marion Lancaster)
7. Ask AMS how the system knows to send DO (EP) transactions and not PCO transactions at purchase order exit point? (Marion Lancaster)
8. Ask AMS if Preferred Order Method (Print or URL) is available on integration? (Marion Lancaster)
9. Ask AMS when draft of the Technical Design document will be available (Marion Lancaster).

### **Closed Action Items**

No issues closed at this session.

Prepared by Maria F. Hatcher

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